

# Employee Post-Travel Disclosure of Travel Expenses

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PUBLIC RECORDS  
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**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Bill and Melinda Gates Foundation

Private Sponsor(s) (list all): \_\_\_\_\_

August 6th-8th

Travel date(s): \_\_\_\_\_

N/A

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$0	\$188 for two nights total	\$110.50	\$402.50 meeting room fees (including meeting facilities, set up/take down, cleaning, meeting materials )
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

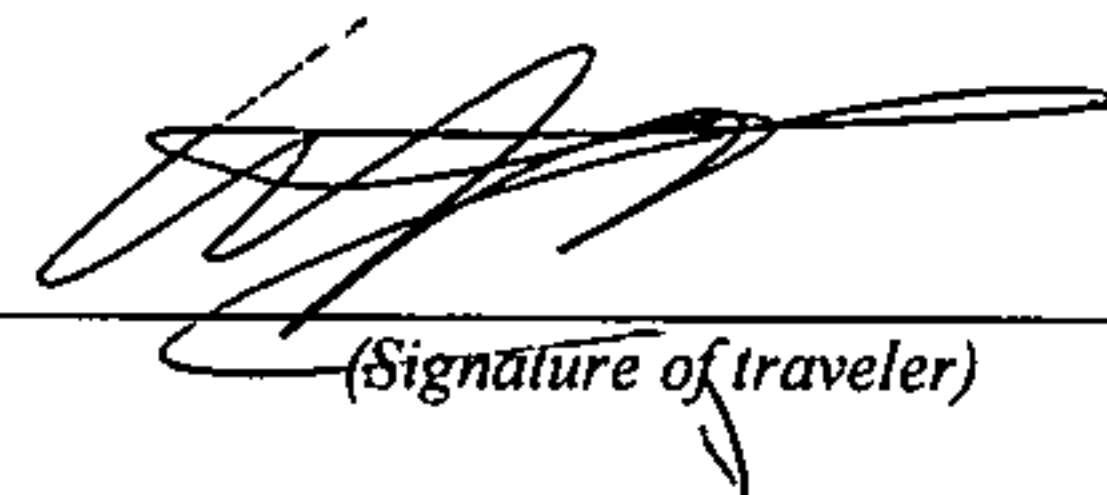
Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The retreat included several meetings and presentations from educational experts and school practioners regarding the implementation of the Every Student Succeeds Act.

8/19/2019

(Date)

Manuel Contreras

(Printed name of traveler)

  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/19/2019

(Date)

8.29.19

  
(Signature of Supervising Senator/Officer)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Manuel ContrerasEmploying Office/Committee: Senate HELP CommitteePrivate Sponsor(s) (list all): The Aspen Institute, Inc. (Education and Society Program)Travel date(s): August 6-8, 2019*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a policy advisor on K-12 issues for the HELP Committee, this retreat will help me better understand State and federal compliance with the Elementary and Secondary Act. The retreat brings together researchers and practitioners to discuss State and local implementation of the Every Student Succeeds Act, specifically focused on school accountability and school improvement provisions. I am interested in conducting further oversight to ensure compliance with federal education law, so this retreat will inform those efforts.

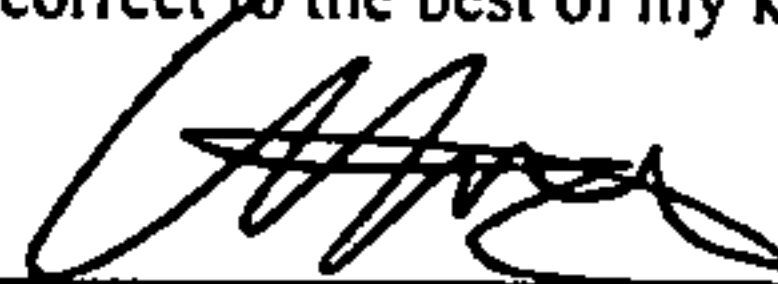
Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/8/19

(Date)



(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

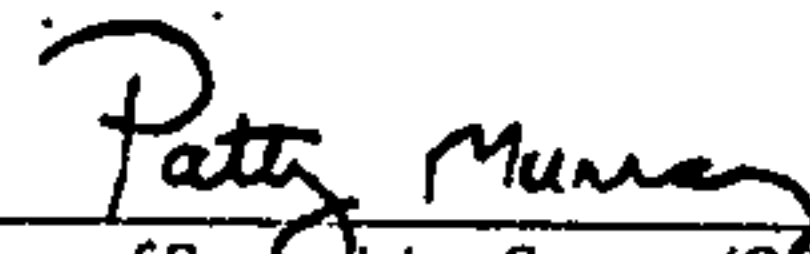
I, Senator Patty Murray hereby authorize Manuel Contreras  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/8/19

(Date)



(Signature of Supervising Senator/Officer)

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
The Aspen Institute, Inc. (Education and Society Program)
2. Description of the trip: Aspen Institute Education and Society program sponsored convening for senior education staffers on the implementation of the Every Student Succeeds Act (ESSA) and next steps.
3. Dates of travel: August 6-8, 2019
4. Place of travel: Warrenton, VA
5. Name and title of Senate invitees: Please see attached roster
6. I certify that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
~~OR~~  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
~~AND~~  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
~~AND~~  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

-OR-

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute is the sole sponsor of this retreat and is solely responsible for the development and execution of the convening. (see continued response)

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Aspen Institute is an educational and policy studies non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas.  
(see continued response)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Aspen Institute has a nearly forty year history of conducting non-partisan educational forums, which often include Members of Congress and staff. The Aspen Institute Education and Society program has been conducting convenings for Congressional education staff for over twelve years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute holds numerous educational activities, including educational briefings, roundtables, forums, and conferences for a diverse range of attendees including federal and state policymakers, business and organizational leaders, members of the press and the general (see continued response)

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$58.00 (round trip mileage and tolls)	\$188.00 for two nights total	\$110.50	\$402.50 meeting room fees (Includes meeting facilities, set up/take down, cleaning, meeting materials)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip is organized specifically with regard to Congressional staff participation in order to support their learning on implementation of the Every Student Succeeds Act.

18. Reason for selecting the location of the event or trip

The location is close to Washington, DC for easy staffer travel and allows faculty members (external experts brought in to support the retreat) to fly into DCA, Dulles or BWI and travel easily to the facility.

19. Name and location of hotel or other lodging facility:

Airle House, 6809 Airle Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

The meeting location has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.



**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**  
*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the \_\_\_\_\_ trip  
to \_\_\_\_\_ is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

**Signature of Travel Sponsor:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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**Aspen Institute Senior Congressional Education Staff Network Retreat, August 6-8, 2019.**

**Question 12:** Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) -- The Bill & Melinda Gates Foundation is not a sponsor of this trip and did not play a role in organizing, planning or conducting the trip. The Foundation provided grant funding to support the Aspen Institute Education & Society Program, including the Aspen Senior Congressional Education Staff Network; however, the Foundation did not earmark any funding for this trip.

**Questions 13.** Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) – The Aspen Institute Education and Society Program seeks to provide a neutral forum to aid education policymakers in their efforts to improve K-12 public education. The purpose of the trip is to conduct a non-partisan educational retreat that encourages off-the-record, candid exchanges of ideas to support staffers' learning.

**Question 15.** Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) – The Aspen Institute organizes numerous educational activities, including educational briefings, roundtables, forums and conferences for a diverse range of attendees including federal and state policymakers, business and organizational leaders, members of the press and the general public. The Aspen Institute Education and Society Program works with federal, state and local education leaders to improve K-12 student achievement, particularly for underserved students.







## Implementing ESSA: School Improvement and Innovation

**Airlie House  
6809 Airlie Rd  
Warrenton, VA 20187  
P: (540) 347-1300**

**August 6-8, 2019**

## AGENDA

### Retreat Goals:

- Understand how states and districts are implementing the Every Student Succeeds Act (ESSA), including school improvement strategies after the first year of school identifications;
  - Understand how states and districts are using innovation, especially around teaching and learning, accountability, and assessment, to address equity and support school improvement;
- Engage in active learning and build working relationships with education leaders from the field, as well as with colleagues from different parties and chambers.

**Tuesday, August 6, 2019**

12:00 PM	Arrival and Check-In (participants to arrive by personal transportation)
12:30 – 1:00 PM	Lunch
1:15 – 1:45 PM	<p>Welcome, Overview, and Retreat Objectives.</p> <p>To guide the retreat's discussion, Congressional staffers and faculty members will begin by sharing their top learning objectives for the convening:</p>
1:45 – 3:00 PM	<p><b><u>Session I: Lessons from ESSA Accountability Year 1 Implementation</u></b>  <b><i>Angélica Infante-Green, Commissioner, Rhode Island Department of Education (invited)</i></b>  <b><i>LaTanya McDade, Chief Education Officer, Chicago Public Schools (invited)</i></b></p> <p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>• <i>How did the identification of schools for CSI, ATSI, or TSI compare to expectations and/or state plan projections? What are implications? Are there any false negatives/positives?</i>  <i>How are SEAs and LEAs preparing for year 2 of ESSA accountability implementation? What lessons have been learned, what adjustments are being made?</i></li> <li>• <i>To what extent are SEAs amending their approved ESSA plans and/or seeking waivers? How are SEAs and LEAs engaging stakeholder groups in drafting amendments or seeking waivers?</i></li> </ul>

- *What role are support organizations playing in supporting implementation and building capacity in SEAs and LEAs?*
- *What role has the U.S. Department of Education (ED) played during the first year of implementation and what are state and districts expectations for what they should be doing in year 2 and beyond?*

**3:00 – 3:15 PM**

**Break**

**3:15 – 5:00 PM**

**Session II: Innovation Focus on Personalized Learning**

Participants will learn about innovative approaches to teaching and learning, such as personalized learning and competency-based education, how these approaches can help to increase equity and outcomes for all students, and their intersection with ESSA and other state laws and policies.

**Guiding Questions:**

*How does ESSA encourage innovation like personalized learning? What state and district capacity is needed to effectively implement practices like personalized learning and competency-based education?*

- *Could ESSA and/or other current/future federal policy or funding encourage more innovation or help to scale best practices?*
- *How are these models being evaluated for impact? Or being used to support and complement school improvement initiatives?*

**5:00 – 5:15 PM**

**Taking stock: Staff reflections and feedback to guide remaining discussions**

**6:30 PM**

**Networking Reception with Expert Faculty**

Staffers will have the opportunity to network with faculty during the reception.

**7:00 – 8:30 PM**

**Dinner with Discussion of Earlier Sessions**

**Wednesday, August 7, 2019**

**7:30 – 8:30 AM**

**Breakfast**

**8:30 – 8:35 PM**

**Group reflection on Day 1: What thoughts and questions were raised for further discussion?**

**8:35 – 11:00 AM**

**Session III: Deep Dive on School Improvement**

***Leighann Lenti, Chief of Partnership, University of Virginia Partnership for Leaders in Education (invited)***

Staff will be led through a detailed presentation on district turnaround efforts being supported by the University of Virginia's work nationally, with a close examination of the work in a partner district. Staff and faculty will consider implementation implications, including what it means for SEA and LEA capacity, human capital decisions, budgeting, and overall strategy.



**11:00 – 11:15 AM**      **Break and Individual reflection**

**11:15 AM – 12:15 PM**      **Session IV: School Improvement Reflection: Context and Implications**

Faculty will respond to issues raised in earlier sessions and respond to the questions staffers are most interested in learning more about.

**Guiding Questions:**

- *Is ESSA's theory of action around school improvement playing out as envisioned? Why or why not?*  
*How are ATSI and TSI identified schools sufficiently differentiated?*
- *How are SEAs leveraging ESSA's evidence requirements for interventions? What interventions are they using?*  
*For CSI schools, are improvement plans (including resource allocation reviews) proving useful (or different from prior practice)? Are SEAs engaging with CSI plans in a timely and useful way? What supports do LEAs need to effectively support CSI schools?*  
*What role can/should ED play in promoting effective practices and evidence-based improvement strategies?*

**12:15 – 1:30 PM**      **Lunch**

**1:30 – 3:00 PM**      **Session V: Innovation Focus on Accountability and Assessment**

Staff will go on a partner walk to answer two questions:

1. What innovation(s) did you expect to see following ESSA's passage?
2. How can can/should federal policy encourage/allow/support innovation?

All staff and faculty will engage in a full group discussion reflecting on discussions from the partner walk. Followed by a look at how states and districts are thinking about innovation in accountability and assessment.

**Guiding Questions:**

- *How does ESSA allow for flexibility to support innovation/alternative approaches to assessment and accountability? Through its accountability structure? Through the Innovative Assessment Pilot?*
- *What will it take to effectively scale innovations across more districts/states (i.e., capacity, funding, flexibility)?*
- *What is the role of ESSA relative to other state and/or district policies, practices, and/or funding streams in supporting innovation? How could these policies be more coherent and aligned?*  
*What role can/should the federal government play in fostering innovation in assessment and accountability?*

**3:00 – 3:30 PM**      **Break**

**3:30 – 4:45 PM**      **Session VI: Exploring Report Cards in the ESSA Era**

**Guiding Questions:**

- *How do families and other stakeholder groups perceive the role and usefulness of state and district report cards?*



- *How are report cards helping to highlight equity? Are there any concerns about transparency, accessibility, and disaggregation?*
- *How are states and districts reporting on additional measures (such as discipline or teacher quality data), as well as other metrics states have chosen to report on that do not contribute to accountability determinations?*
- *Are LEA report cards complimenting SEA report cards and adding contextual and/or additional information that is relevant and useful to stakeholders?*
- *Which SEA or LEA report cards are especially well-designed? What about them seems most promising?*

**4:45 – 5:00 PM**      **Taking stock: Staff reflections and feedback to guide remaining discussions**

**6:30 PM**      **Networking Reception with Expert Faculty**  
 Staffers will have the opportunity to network with faculty during the reception.

**7:00 – 8:30 PM**      **Dinner with Discussion of Earlier Sessions**

### **Thursday, August 8, 2019**

**7:30 – 8:45 AM**      **Breakfast**

**8:45 – 8:50 AM**      **Staff reflections and feedback to guide remaining discussion**

**8:50 – 10:20 AM**      **Session VII: Connecting Innovation and School Improvement under ESSA**  
*Leighann Lenti, Chief of Partnership, University of Virginia Partnership for Leaders in Education (invited)*

*LaTanya McDade, Chief Education Officer, Chicago Public Schools (invited)*

**Guiding Questions:**

- *How can innovative practices be used to support school improvement efforts? Are there technical or adaptive challenges to achieving this?*
- *How tight/loose do SEAs and LEAs need to be to create space for innovation while meeting required timelines for improvement and outcomes?*
- *How are SEA and LEA leaders using federal funds to support innovation?*
- *What supports do SEAs and LEAs need to foster a culture of innovation and to scale successful innovations?*

**10:20 – 10:30 AM**      **Break**

**10:30 – 10:50 AM**      **Complete Retreat Evaluation**

**10:50 – 11:20 AM**      **Final Observations from Expert Faculty**

**11:20 – 11:45 PM**      **Taking Stock: Staff Reflections and Feedback to Guide Next Steps for the Network**

**12:00 – 1:00 PM**      **Lunch and Adjourn (participants to depart by personal transportation)**

## Aspen Senior Congressional Education Staff Network Retreat

### *Implementing ESSA: School Improvement and Innovation*

Airlie House  
6809 Airlie Drive  
Warrenton, VA 20187

August 6-8, 2019

#5: Please provide names and titles of ALL Senate Members and employees you are inviting.

The Senate employees invited (listed below) are senior education staff responsible for education issues; they are invited specifically because of their education portfolio to meet with leaders and educational experts from states, districts, research, and support organizations to engage in non-partisan dialogue on the impact of federal policy on different levels of the education system.

### SENATE CONGRESSIONAL STAFF

**Amanda Beaumont**  
Minority Deputy Education Policy Director  
Senate Committee on Health, Education, Labor,  
and Pensions

**Manuel Contreras**  
Minority Education Policy Advisor  
Senate Committee on Health, Education, Labor,  
and Pensions

**Laura Friedel**  
Majority Clerk  
Senate Appropriations Subcommittee on Labor,  
Health and Human Services, and Education

**Mike Gentile**  
Majority Professional Staff Member  
Senate Appropriations Subcommittee on Labor,  
Health and Human Services, and Education

**Jordan Hynes**  
Majority Professional Staff Member  
Senate Committee on Health, Education, Labor,  
and Pensions

**Alex Keenan**  
Minority Clerk  
Senate Appropriations Subcommittee on Labor,  
Health and Human Services, and Education

**Kim Knackstedt**  
Minority Senior Disability Policy Advisor  
Senate Committee on Health, Education, Labor,  
and Pensions, Ranking Member

**Mark Laisch**  
Minority Professional Staff Member  
Senate Appropriations Subcommittee on Labor,  
Health and Human Services, and Education

**Kara Marchione**  
Minority Education Policy Director  
Senate Committee on Health, Education, Labor,  
and Pensions

**Bob Moran**  
Majority Deputy Education Policy Director  
Senate Committee on Health, Education, Labor,  
and Pensions

**Matt Stern**  
Majority Professional Staff  
Senate Committee on Health, Education, Labor,  
and Pensions

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**OR**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

**OR**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Aspen Institute is the sole sponsor of this retreat and is solely responsible for the development and execution of the convening. (see continued response)

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13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Aspen Institute is an educational and policy studies non-profit organization whose mission is to foster leadership based on enduring values and provide a non-partisan forum for the exchange of ideas.

(see continued response)

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14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Aspen Institute has a nearly forty year history of conducting non-partisan educational forums, which often include Members of Congress and staff. The Aspen Institute Education and Society program has been conducting convenings for Congressional education staff for over twelve years.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Aspen Institute holds numerous educational activities, including educational briefings, roundtables, forums, and conferences for a diverse range of attendees including federal and state policymakers, business and organizational leaders, members of the press and the general (see continued response)

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$58.00 (round trip mileage and tolls)	\$188.00 for two nights total	\$110.50	\$402.50 meeting room fees (includes meeting facilities, set up/take down, cleaning, meeting materials)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip is organized specifically with regard to Congressional staff participation in order to support their learning on implementation of the Every Student Succeeds Act.

18. Reason for selecting the location of the event or trip

The location is close to Washington, DC for easy staffer travel and allows faculty members (external experts brought in to support the retreat) to fly into DCA, Dulles or BWI and travel easily to the facility.

19. Name and location of hotel or other lodging facility:

Airlie House, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

The meeting location has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals are 8/6/19 \$14.25 per day, 8/7/19 \$55.00 per day, 8/8/19 \$41.25 per day, which reflects the per diem limit

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Transportation is not provided; mileage will be reimbursed for participants' travel by personal car**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

**Signature of Travel Sponsor:**

**Name and Title:** Elliot Gerson, Executive Vice President, Policy & Public Programs

Name of Organization: The Aspen Institute

**Address:** 2300 N Street NW, Suite 700, Washington, DC 20037

**Telephone Number:** 202-736-5859 (Lisa Jones, Deputy General Counsel)

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*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the \_\_\_\_\_ trip  
to \_\_\_\_\_ is true, complete, and correct.  
*Dates of Travel (Month Day, Year)*  
*Place of Travel*

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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**Instructions**  
(Do not file the Instructions with OPR)

**General Instructions**

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization’s prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

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**Filling out the Private Sponsor Travel Certification Form** (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

*Example:* A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.





17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be “reasonable” in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor’s rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.